

APPENDIX D:

STANDARDS FOR FINAL SUBDIVISION PLATS

A. A final subdivision plat may not be approved by the governing body nor filed by the county clerk and recorder unless it complies with the following requirements:

1. The plat complies with the requirements contained in Appendix D.B.:
2. The plat includes a Conditions of Approval sheet(s) that complies with the requirements in Appendix D.D.; and
3. The plat is accompanied by documents listed in Appendix D.E.

B. A plat must comply with the following requirements:

1. Final subdivision plats shall be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and shall be 18 inches by 24 inches or 24 inches by 36 inches overall to include a ½ inch margin on all sides.
2. Two copies on 3 mil or heavier matte stable-base polyester film or equivalent and 2 copies on 24 lb. white bond paper or equivalent opaque shall be submitted.
3. Whenever more than one sheet must be used to accurately portray the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. Except as provided in Appendix D.D.2., all certifications must be placed on sheet number one of the plat.
4. A survey document that results in an increase in the number of lots or modifies six or more lots on a filed plat must be entitled “amended plat of (lot block, and name of subdivision being amended)”, and unless it is exempt from subdivision review by Section 76-3-201 or 76-3-207(1)(d), (e), or (f), MCA, must meet the filing requirements for final subdivision plats specified in these regulations.
5. The final plat submitted for approval shall show or contain the following information:
 - a. A title block indicating the quarter-section(s), section, township, range, principal meridian, and county of the

subdivision. The title of the plat shall contain the words "plat" and either "subdivision" or "addition".

- b. Name(s) of the person(s) who commissioned the survey, the name(s) of the owner(s) of the land to be subdivided, if other than the person(s) commissioning the survey, the names of any adjoining plats, and the document numbers of any adjoining certificates of survey previously filed.
- c. North arrow.
- d. Scale bar (scale shall be sufficient to legibly represent the required information and data on the plat).
- e. The location of, and other information relating to all monuments found, set, reset, replaced, or removed as required by ARM 24.183.1101:
 - i. If additional monuments are to be set after the plat is filed, the location of these monuments must be shown by a distinct symbol, and the plat must contain a certification by the land surveyor as to the reason the monuments have not been set and the date by which they will be set, as required by ARM 24.183.1101(1)(d).
 - ii. All monuments found during the survey that influenced the position of any corner or boundary indicated on the plat must be clearly shown as required by ARM 24.183.1101(1)(c).
 - iii. Witness and reference monuments must be clearly shown.
- f. The location of any section corner or corners of divisions of sections the land surveyor deems to be pertinent to the survey or was used as control in the survey.
- g. Basis of bearing. For purposes of these regulations, the term "basis of bearing" means the land surveyor's statement as to the origin of the bearings shown on the plat. If the basis of bearing(s) refers to two previously monumented points in a previously filed survey document, then the two previously monumented points must be shown and described on the plat, the line marked by the two previously monumented points must be labeled "basis of bearing," and the previously filed survey document name or number must be cited in the land surveyor's statement as to the origin of the bearing(s). If the plat shows true bearings, the basis of bearing must describe the method by which these true bearings were

determined.

- h. The bearings, distances, and curve data of all boundary lines and all control or pertinent lines used to determine the boundaries of the subdivision. If the subdivision is bounded by an irregular shoreline or a body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given.
- i. The courses along a meander line are shown solely to provide a basis for calculating the area of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.
- ii. For purposes of this rule, a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
- iii. If a boundary, control, or pertinent line contains multiple segments of the whole, then the overall distance must be shown, and each segment must at least include distance.
- i. Data on all curves sufficient to enable the reestablishment of the curves on the ground. For circular curves, the data must at least include radius and arc length, and either delta angle, radial bearings, or chord bearing and distance. All non-tangent points of intersection on the curve must show either bearings of radial lines or chord length and bearing. Non-tangent curves must be so labeled.
- j. Lengths of all lines shall be shown to be at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically.
- k. At least one record measurement reference for each line and curve, if available, must be shown.
- l. All lots and blocks in the subdivision designated by number, the bearings, distances, and curve data of each lot and block, the area of each lot, and the total area of all lots. (Excepted lands must be labeled "NOT INCLUDED IN THIS SUBDIVISION" or "NOT INCLUDED IN THIS PLAT").
- m. All existing rights-of-way for streets, alleys, avenues, roads, and highways that adjoin or are within the boundaries of the subdivision; their names and widths from public record (if

ascertainable); the bearings, distances, and curve data of their adjoining boundaries. If the existing right(s)-of-way is contained within the boundaries of the subdivision, then the area of the portion of the right(s)-of-way within the subdivision shall be shown.

- n. All rights -of-way for streets, alleys, avenues, roads and highways that will be created by filing of the plat; their names, widths, distances, curve data, and area.
- o. Except as provided in Appendix D.B.5.m. and n., the location, bearings, distances, curve data, and areas of all parks, common areas, and all other grounds dedicated for public use.
- p. The total area of the subdivision.
- q. A narrative legal description of the subdivision.
 - i. The land surveyor, at his or her discretion, may choose the form of the narrative legal description as follows:
 - 1. If the land to be subdivided is either an aliquot part of a U.S. government section or a U.S. government lot, the narrative legal description may be the aliquot part or the government lot description of the land;
 - 2. If the plat depicts the division of one or more parcels shown on a previously filed certificate of survey or plat, the narrative legal description may be the number of the previously filed certificate of survey or name of the previously filed plat and the parcel number of the parcel(s) previously surveyed;
 - 3. The narrative legal description may be the metes-and-bounds description of the perimeter boundary of the subdivision; or
 - 4. If the narrative legal description does not fall within Appendix D.B.5.q.i.1 or 2, the narrative legal description required by this subsection is the metes-and-bounds description of the perimeter boundary of the subdivision.
 - ii. When the narrative legal description is metes-and-bounds, the point of beginning, which is also the point of closure of the legal description of the subdivision surveyed, must be labeled "Point of Beginning." Alternatively, the point of beginning may be labeled "POB" if the abbreviation is defined on the plat.

- r. The dated signature and seal of the registered land surveyor responsible for the survey. The affixing of the seal constitutes a certification by the surveyor that the plat has been prepared in conformance with the applicable sections of the Montana Subdivision and Platting Act and the regulations adopted pursuant thereto. The land surveyor's signature and certification do not include certification of the Conditions of Approval sheet(s).
- s. Memorandum of oaths administered pursuant to Section 76-3-405, MCA.
- t. The dated, signed, and acknowledged consent to the subdivision of the owner of the land to be subdivided. For purposes of this regulation, when the parcel of land proposed for subdivision is being conveyed under a contract-for-deed, the terms "property owner," "landowner," and "owner" mean the seller of the land under the contract-for-deed.
- u. Certification by the governing body that the final subdivision plat is approved.
- v. If applicable, the landowner's certificate of dedication of streets, alleys, avenues, roads, highways, parks, playground easements, or other public improvements.
- w. If applicable, the landowner's statement(s) as follows:
 - i. A statement that federal, state, and local plans, policies, regulations, and/or conditions of subdivision approval that may limit the use of the property, including the location, size, and use are shown on the Conditions of Approval sheet or as otherwise stated.
 - ii. A statement that buyers of property should ensure that they have obtained and reviewed all sheets of the plat and all documents recorded and filed in conjunction with the plat and that buyers of property are strongly encouraged to contact the Community Development and Planning Department and become informed of any limitations on the use of the property prior to closing.
 - iii. A statement that all or part of the required public improvements have been installed and/or security requirements pursuant to Section 76-3-507, MCA, secure the future construction of any remaining public improvements to be installed.

- x. If applicable, a certificate of the governing body accepting any dedicated land, easements, or improvements.
 - y. If applicable, the certificate of the examining land surveyor.
 - z. Space for the clerk and recorder's filing information.
 - aa. A minimum two-inch by four-inch blank space below the clerk and recorder's filing information for the recording numbers of the documents listed in Appendix D.E.
 - bb. The dollar value of cash payment in-lieu-of parkland dedication or parkland ownership status shall be shown on the final plat, if applicable.
 - cc. The location of utility easements shall be shown on the plat with dashed lines, in addition to the following statement: "The undersigned hereby grants unto each and every person, firm or corporation, whether public or private, providing an offering to provide telephone, telegraph, electric power, gas, cable television, water or sewer service to the public, the right to the joint use of an easement for the construction, maintenance, repair and removal of their lines and other facilities, in, over, under and across each area designated on this plat as 'Utility Easement' to have and to hold forever."
6. The land surveyor, at his or her discretion, may provide additional information on the plat regarding the survey.
- C. The following certifications of final plat approval must appear on the plat or on the Conditions of Approval sheet as contained in Appendix D.D., or recorded or filed as contained in Appendix D.E.:
- 1. A certification by the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid and, if applicable, certification of the local health officer having jurisdiction.
- D. If applicable, a sheet(s) of the plat prepared by the landowner(s) or their representative(s) depicting conformance with subdivision application approval shall be entitled "Conditions of Approval of [insert name of subdivision]" with a title block including the quarter-section, section, township, range, principal meridian, county, and, if applicable, city or town in which the subdivision is located, and shall contain:

1. Any text and/or graphic representations of requirements by the governing body for final plat approval including, but not limited to, setbacks from streams or riparian areas, floodplain boundaries, no-build areas, building envelopes, or the use of particular parcels;
2. A certification statement by the landowner that the text and/or graphics shown on the Conditions of Approval sheet(s) represent(s) requirements by the governing body for final plat approval and that all conditions of subdivision application have been satisfied; and
3. A notation stating that the information shown is current as of the date of the certification required in Appendix D.D.2., and that changes to any land-use restrictions or encumbrances may be made by amendments to covenants, zoning regulations, easements, or other documents as allowed by law or by local regulations.

E. If applicable, the following documents shall accompany the final plat when submitted for review to the Community Development and Planning Department for purposes of approval by the governing body and shall be filed with the plat as specified by the clerk and recorder, and the recording or filing number(s) for each document may be written on the plat by the clerk and recorder:

1. A property title report prepared by a title company within six months of the date of final plat application submittal showing the names of the owners of record of land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the subdivider, and any lien holders or claimants of record against the land.
2. Copies of any covenants or deed restrictions relating to the subdivision.
3. For lots less than 20 acres in size, exclusive of public roadways, a certification by the Montana Department of Environmental Quality (DEQ) that it has approved the plans and specifications for water supply and sanitary facilities pursuant to Section 76-4-104(2), MCA.
4. If required by the governing body, for lots of 20 acres or greater in size, written documentation that the subdivider has demonstrated that there is an adequate water source and at least one area for a septic system and replacement drainfield for each lot in accordance with 76-3-604(8)(b), MCA.

5. A copy of any security requirements, pursuant to 76-3-507, MCA, securing the future construction of any remaining public improvements to be installed.
6. Copies of final plans, profiles, grades, and specifications for improvements, including a complete grading and drainage plan, with the certification of a professional engineer that all required improvements which have been installed are in conformance with the attached plans. The governing body may authorize the subdivider, under conditions satisfactory to the governing body, to prepare these plans and specifications after the final plat has been filed, and file them with the Community Development and Planning Department. If the approved plans and specifications are or will be filed with the Community Development and Planning Department, then a document or a statement on the Conditions of Approval sheet states where the plans can be viewed.
7. If a street, alley, avenue, road, or highway created by the plat will intersect with a state or federal right-of-way, a copy of the access or encroachment permit.
8. Copies of articles of incorporation and by-laws for any property owners' association.
9. A letter of approval from the County Weed District, confirming that the applicant has prepared a weed control and revegetation plan for the property.
10. Written notification from the Address Coordinator that each road in the subdivision has a name approved by the Address Coordinator.
11. Written notification from the Address Coordinator that each lot on the final plat has been assigned an address by the Address Coordinator.
12. Final plat application fee.
13. Certification that the local governing body will not be required to improve or maintain any proposed private road within or providing access to the subdivision.
14. Floodplain Development Permit approved by the County Floodplain Administrator.